

# Privacy Notice – Candidates

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*Written: April 2018*

## Who processes your information?

Henry Cavendish Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to candidates is to be processed. Alexandra Fenech acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 020 8673 3376 or [dpo@henrycavendish.co.uk](mailto:dpo@henrycavendish.co.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Henry Cavendish Primary School upholds are imposed on the processor.

## Why do we collect and use your information?

Henry Cavendish Primary School holds the legal right to collect and use personal data in relation to an application for a post at Henry Cavendish Primary School and we may also receive information regarding them from their previous employers or other organisations in relation to confirming information supplied by the candidate and suitability for employment. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- ◆ Article 6 and Article 9 of the GDPR
- ◆ Education Act 1996
- ◆ Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of candidates is collected and used for the following reasons:

- ◆ To verify qualifications
- ◆ To confirm previous employment history
- ◆ To qualify gaps in employment/study history
- ◆ To assess the suitability of the candidate for the job role
- ◆ To comply with the law regarding data sharing

## Which data is collected?

The categories of candidate information that the school collects, holds and shares include the following:

- ◆ All information as outlined on our application form and provided by the candidate including:
  - ◆ Personal information – e.g. names and addresses
  - ◆ Characteristics – e.g. ethnicity, language, nationality, country of birth,
  - ◆ Employment history
  - ◆ Education and Qualifications
  - ◆ Training and Development
  - ◆ Completed Declaration in Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 Order 2013 and Childcare (Disqualification) Regulations 2009
  - ◆ References from Previous Employment (paid or voluntary)
  - ◆ Equal Opportunities Monitoring form about the candidate i.e. Gender, Ethnicity, Disability, Age, Sexual Orientation, Faith/Religion/Belief

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### How long is your data stored for?

Personal data relating to candidates at Henry Cavendish Primary School and is stored in line with the school's GDPR Data Protection Policy & Retention Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### Will my information be shared?

The school is required to share candidate information with the appointing panel.

Henry Cavendish Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares information with:

- ◆ The LA
- ◆ The DfE

The recipient of the information shared is bound by the same legislation and this requires that they respect the security of your data and treat it in accordance with the law.

### What are your rights?

Candidates have the following rights in relation to the processing of their personal data.

You have the right to:

- ◆ Be informed about how Henry Cavendish Primary School uses your personal data
- ◆ Request access to the personal data that Henry Cavendish Primary School holds
- ◆ Request that your personal data is amended if it is inaccurate or incomplete
- ◆ Request that your personal data is erased where there is no compelling reason for its continued processing
- ◆ Request that the processing of your data is restricted
- ◆ Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Any use of your information before you withdraw your consent remains valid.

If you have a concern about the way Henry Cavendish Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Alexandra Fenech, Data Protection Officer or Lorna Burg, Director of Business and Finance or the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9.00am-5.00pm.

### Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.henrycavendish.co.uk](http://www.henrycavendish.co.uk) or download our GDPR Data Protection Policy.